

Klickitat County

Voters' Pamphlet Information

2011 Edition

The Klickitat County Auditor provides two convenient ways for candidates to communicate to voters free of charge.

All households will receive a voters' pamphlet prior to the November 8, 2011 General Election. Candidate information will also be posted on the Auditor's website at wei.secstate.wa.gov/Klickitat/elections.

Contents

What you can submit	1
New	1
Candidates	1
Easy online submission	2
Statements and biographies	2
Word limits	2
Tips from voters	2
Photographs	3
Photo FAQ	3
How do I submit	3
Checklist	3
Candidate Information Form	4

What you can submit

Candidate information form (Pg. 4)

Biography

100 words or less not including headings:

*Elected Experience

*Other Professional Experience

*Education

*Community Service

Statement (100 word limit)

*For More Information (this is for contact info)

Photograph

New

Information must be received by June 16, 2011.

Write your statement in the narrative. Bullets require too much space and are not permitted.

Your campaign email, web address, and phone number will be printed. Your mailing address will not.

The biographical information section "family" has been replaced with "community service."

In your statement you are allowed 1 paragraph return per 50 words. If your statement doesn't fit into the space provided, excessive paragraph returns may be removed.

Candidates

Candidates for local offices open for office in 2011 may submit their information for printing in the voters' pamphlet and display online.

A complete list is available on the Auditor's website or in the Auditor's office.

Easy online submission

Submitting your information for the voters' pamphlet is easy online!

1. Provide an email address when you file for office.
2. Gather your statement, bio and photo. Be sure to follow all guidelines provided in this document.
3. Check your email and follow the instructions to submit your information online for the voters' pamphlet.
4. You may also email your statement and photo to voting@co.klickitat.wa.us.

Statements and biographies

The following standards ensure candidates comply with legal requirements and enhance readability.

If submitting by mail, submit a CD containing an MS Word file and a printed copy.

Space is limited. The pamphlet provides room for about 1 paragraph return per 50 words. The Auditor's office staff reserves the right to eliminate excessive paragraph returns if your statement doesn't fit in the space provided. Words will not be deleted unless the word count is exceeded.

Use italics only to emphasize specific words or statements. Bolding, underlining and all caps are not allowed.

Tables, lists bullets, or other material requiring multiple paragraphs are not allowed.

Obscene, profane, libelous, and defamatory language will be rejected.

Incidental spelling, grammar, and punctuation errors may be corrected without altering meaning or substance.

Word limits

Statement

Local candidates are allowed 100 words in their statements.

Biography

In addition to the statement, biographical information using the following headings will be included and must not exceed 100 words (headings are not included in the word count). If you choose not to submit information for one of the following headings, the words "No information submitted" will appear next to the heading.

***Elected Experience**

***Other Professional Experience**

***Education**

***Community Service**

Statement (100 word limit)

***For More Information (this is for contact info)**

Hyphenated words count as two words unless hyphenation is listed as one word by onelook.com.

Statements and biographies exceeding word limits are shortened by deleting full sentences from the end until the limit is reached.

Tips from voters

In a recent study, the Secretary of State's Office asked Washington voters what information they wanted to read in a candidate statement. This is what they said:

- Describe what sets you apart from your opponent(s)?
- Edit information as carefully as you would your resume.
- What do you hope to accomplish, if elected?
- Who endorses your candidacy?
- Avoid technical terms that may not be generally understood.
- Offer your vision. Be positive.

- Avoid criticism of your opponent(s).

Photographs

Each candidate may submit one self-portrait. If mailed, the photograph may be submitted digitally on a CD, or as a lab-processed print.

Limit photo to the head and shoulders. Use a light-colored background (not white). Color photos are preferred; black-and-white is acceptable. Photos must be no more than five years old.

Do not show the uniform or insignia of any organization that advocates or teaches racial or religious intolerance, or suggests the wearer has held public office. (RCW 29A.32.110)

Digital photos

Must be a resolution of at least 300 dpi and not digitally altered.

Print photos

Submit a smooth, no gloss, lab-processed print. Photos printed on a home computer are unacceptable. Photos should be no smaller than 4 x 5 inches and no larger than 8 x 10 inches. Digital photos are preferred.

Photo FAQ

Professional photo or snapshot?

Professional photographs reproduce the best. If you choose to have an amateur take your photo, here are some tips:

- A neutral-colored background is best.
- Take numerous shots. Area should be softly lit to avoid facial and background shadows.
- If digital, make sure the resolution is 300 dpi or better.
- Print the photos and choose the best one.

- If at all possible submit a digital photo for the voters' pamphlet.

Can I submit a photo printed at home?

No. A photo printed at home will not reproduce well in the voters' pamphlet. If you have a photo on your home computer: submit the file online, email it to voting@co.klickitat.wa.us, or burn a CD and mail it in.

When is the deadline to submit?

Information must be received by June 16, 2011.

How do I submit?

Online

When you file your declaration of candidacy online an automatically generated email will be sent to the email address that you provided when filing.

You may also email your statement, bio, photo, and Candidate Information Form to voting@co.klickitat.wa.us.

Mail

You may mail your statement, bio, photo, and Candidate Information Form to:

Klickitat County Auditor's Office
Attn: Elections
205 S Columbus Ave. – Stop 2
Goldendale, WA 98620

In-person

You may bring your statement, bio, photo, and Candidate Information Form to:

Klickitat County Courthouse
Auditor's Office
205 S Columbus Ave Room 203
Goldendale, WA

Our office is located on the upper (main) floor. A handicap accessible ramp is available on the northeast side of the building. Once inside, take the elevator to the main floor.

Candidate Information Form

Complete this form and return it with your statement, bio, and photo.

Information in this section is for use by the staff only and will not be published.

Candidate's Name (as it will appear on the ballot):_____

District, office and position number (if applicable):_____

Contact telephone number:_____

Email address:_____

PO Box or street address:_____

City or town:_____

State:_____

Zip:_____

The following information will be published. It does not count toward word limits.

Campaign telephone number (include area code):_____

Campaign email address:_____

Campaign website:_____

Enclosure Checklist

- Candidate information form
- Statement, printed and burned on CD, or emailed to:
voting@co.klickitat.wa.us.
- Biography, printed and burned on a CD, or emailed to the above email address.
- Photograph, printed or burned on a CD, or emailed to the above address.

Information must be received by June 16, 2011.

Questions?

Call our office at (509) 773-4001 or 1-800-583-8050.